



DEPARTMENT OF FINANCE & ADMINISTRATION

Office of Personnel Management

Weekly Time Sheet (Short Form)

Employee Name (Last, First, Middle)										Data Entry Period Begins: (MM/DD/YY)							
Personnel Number				Business Area				Personnel Area				Data Entry Period Ends: (MM/DD/YY)					

DAY	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	From	To	A/A Type	Wage Type	Total
Sunday																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Total																	

For Timekeeper use only

Total number of hours to be used for <i>comp calculations</i>	
Number of hours over 40 <u>at work</u>	
Number of comp hours at <i>straight time</i>	
Number of comp hours at <i>time and a half</i>	

AUTHORIZATION: I hereby certify that the above information is correct.

Employee Signature			Date (MM/DD/YY)	
Supervisor's Signature		Date (MM/DD/YY)	Keyed by	Date (MM/DD/YY)

ATTENDANCE TYPES
FOR TIME KEYING

<u>ATTENDANCE TYPES</u>	<u>DESCRIPTION</u>
ATTN	Total hours worked & Holiday hours to be paid to <u>non-exempt employees only.</u>
WKHL	<u>For Exempt employees only</u> who actually work on the holiday to bank the hours worked.
ATHL	<u>For Exempt employees only</u> who actually work the holiday and must be paid, even though they might not be eligible for it. For example the employee did not work one hour the day before and one hour the day after the holiday and would not be eligible for holiday pay.

ABSENCE TYPES
FOR TIMEKEYING

<u>ABSENCE TYPES</u>	<u>DESCRIPTION</u>
ANNL	Annual Leave
SICK	Sick Leave
CP10	Straight Compensatory time
CP15	Overtime Compensatory time
ADMP	Administrative Leave paid
ADMU	Administrative Leave without pay
CNLJ	Court & Jury Leave
CATL	Catastrophic Leave
DISP	Disciplinary Leave without pay
DSTR	Disaster Leave
EMBD	Employee Birthday
HLDY	Holiday pay
INCL	Inclement weather
LWOP	Leave Without pay
FMLA	Family Medical annual
FMLS	Family Medical sick
FMLH	Family Medical holiday
FMLL	Family Medical without pay
MILA	Military Leave annual
MILC	Military Leave compensatory
MILH	Military Leave holiday
MILL	Military Leave without pay
MILV	Military Leave Quota
PROL	Governor's Proclamation
WKCA	Workers Comp annual
WKCH	Workers Comp holiday
WKCL	Workers Comp LWOP
WKCS	Workers Comp sick
WKCC	Workers Comp Comp time leave
WKCT	Workers Comp Catastrophic leave